



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

April 29, 2009

Michael Kerwin, President
NTMA Training Centers of Southern California
13230 E. Firestone Blvd., Unit A
Santa Fe Springs, CA 90670

Dear Mr. Kerwin:

RE: FINAL MONITORING VISIT REPORT for NTMA Training Centers of Southern California [NTMA] – ET07-0325

Date of the Visit:	4/7/09
Beginning/Ending Time:	9:00 a.m. - 10:30 a.m.
Date of Last Visit:	5/31/08
Visit Location:	Santa Fe Springs
Persons in attendance:	Norma T. Meza, ETP Coordinator, NTMA Crystal Ducharme, Admissions Clerk, NTMA Marissa Tolentino, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	5/1/07 – 4/30/09	Agreement Amount:	\$3,000,788
Training Start Date:	5/2/07	No. to Retain:	924
Date Training must be Completed:	1/30/09	Range of Hours:	143 & 144
Type of Trainee:	Retrainee	Weighted Ave. Hours:	N/A

FINAL REPORT SUMMARY:

The Agreement was executed on June 1, 2007 and training began on May 2, 2007. Your project staff reported that all training was completed on January 30, 2009, which allows for the 90-day retention period to be completed within the term ending date of the Agreement.

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1100 J Street, 4th Floor
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SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

ETP approved one Agreement Amendment which was executed on May 12, 2008. This Amendment created Jobs 7 and 8 to train 306 additional trainees in this Agreement and increased the ETP Funding Amount by \$999,936.

According to Ms. Meza, you will complete 924 trainees specified on Chart 1, Exhibit A of the Agreement for a 100 percent completion rate. Assuming all other Agreement requirements are met, NTMA would earn the ETP Total Agreement Amount of \$3,000,788. Since you have been paid \$2,538,979 to date, you will receive an additional \$461,809 if the anticipated number to retain is verified during the final fiscal closeout. Ms. Tolentino reminded Ms. Meza that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement.

Ms. Meza stated that the ETP Training Program has allowed NTMA to help employers provide workers with new skills enabling them to remain competitive in the industry. Further, ETP recordkeeping was not a problem and you did not experience any barriers in implementing the ETP Training Program.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job #	Max to Retain	Enrolled	Dropped	Completed Training & Retention	Cost per Trainee	Anticipated Total Earnings
1	125	169	44	125	\$3,976	\$497,000
2	114	172	58	114	\$3,976	\$453,264
3	100	145	45	100	\$2,772	\$277,200
4	90	135	45	90	\$2,772	\$249,480
5	99	149	50	99	\$2,772	\$274,428
6	90	132	42	90	\$2,772	\$249,480
7	126	137	11	126	\$3,976	\$500,976
8	180	257	77	180	\$2,772	\$498,960
TOTAL	924	1296	372	924		\$3,000,788

According to Ms. Meza, the number of trainees completing retention is not yet reflected in the ETP Contract Status Report since 254 trainees will only complete the retention period by April 30, 2009. Also, 291 trainees will be dropped prior to the submission of the final payment. Ms. Meza indicated that she enrolled more than the number of trainees to retain per Job Number to ensure 100% completion rate.

ATTENDANCE ROSTERS:

During this visit, Ms. Tolentino reviewed attendance records of 20 trainees billed on Invoices 4, 6, 7, 10, 13, 16, 17, 20, 22, 23, 25, 30, 32 & 37. The Analyst compared the Rosters with the Curriculum topics to ensure that they provided information currently required by ETP and to verify that the number of hours reported on the Invoices had been completed by trainees.

Records reviewed contained the information required by ETP regulations; verified that the Agreement curriculum was provided as specified; indicated that you are in compliance with the trainer to trainee ratio specified in the Agreement Training Plan and validated the invoices for

the completion of the required hours of training for enrollment and the Total Class/lab Training hours required in this Agreement.

These findings are based only on the training records reviewed during this visit. Your project staff should verify that all your records are in conformance with ETP requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442(b)]

CERTIFICATION STATEMENTS

At the last Monitoring Visit, Margarita Paccarelli, ETP Analyst, was not able to review Certification Statements of employers of trainees interviewed.

During this visit, Ms. Tolentino reviewed Certification Statements (CS) for the following employers of trainees interviewed at the last visit:

1. Pacific Atlas Engineering
2. Metalore
3. Magnet Sales
4. Kuster Company

The CS's met all ETP requirements to justify the provision of training in this Agreement.

TRAINEE INTERVIEWS:

At the last visit, a trainee (machine operator) from Kuster Company taking ETP training in MasterCAM informed Ms. Paccarelli that he was not currently using MasterCAM at work. The Analyst informed Ms. Meza that a trainee must use the skills learned in training on the job during the retention period.

During this visit, Ms. Meza informed Ms. Tolentino that the trainee from Kuster Company was promoted to set-up operator after the completion of training, enabling him to use the skills he learned in training. The Analyst reviewed an Employer Training Assessment completed by Kuster Company representatives which indicates that they anticipate a change of duties for the employee which includes utilization of new equipment for the trainee.

FINAL INVOICE:

Ms. Tolentino advised Ms. Meza that the Final Invoice must be submitted within 30 days from the expiration date of the Agreement and if more time was required, you should request for an extension by writing to Kulbir Mayall, Fiscal Manager in the ETP Sacramento office.

AUDIT:

NTMA will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original

training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Marissa Tolentino, Contract Analyst
North Hollywood Regional Office

cc: Norma Meza, NTMA (via e-mail)
David Guzman, Chief, Program Operations Division (via e-mail)
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)
Master File
Project File

Date report mailed to Contractor: 5/5/09